

highlights

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Assistant Public Printer
(Superintendent of Documents)

Microforms & the Depository Program

[The following are highlights from a recent address of John D. Livsey, Director of the Library and Statutory Distribution Service, and Microforms Program Manager for the GPO.]

The format which will be utilized by GPO in its coming venture into micropublishing will be the standard 24X and 98 frame microfiche. A few items such as Department of Defense catalogs will be in a higher ratio. An indexing procedure which numbers each "hole" or space on a standard microfiche will be used in order to facilitate the finding of material on particular pages of a publication after it has been placed on fiche. Thus the fiche number and frame number will augment the page number as the main accessing device for the publications on microfiche.

Depositories which elect to receive any of the series available on microfiche will get 3rd generation silver halide fiche of archival quality. These fiche can be easily duplicated if a microfiche duplicator is available, and such equipment may, therefore, become a necessity for heavily used depositories. GPO itself will maintain permanent copies of each microfiche item issued, and will, therefore, never be out of print on any microfiche document.

The publications which are to be placed on fiche will be determined by each individual agency, and these

Recommendations Roll In

Documents librarians across the country are giving thoughtful attention to the recently published "Proposed Standards and Guidelines."

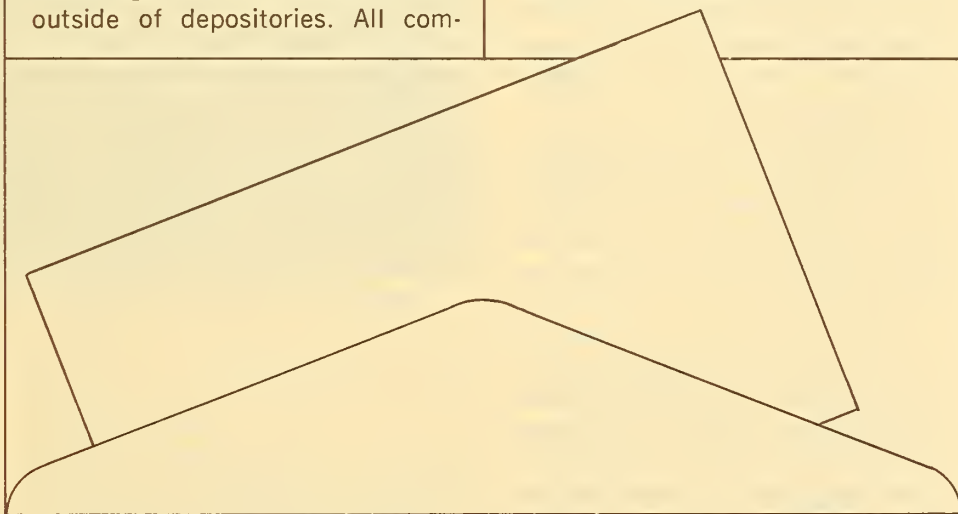
Very specific comments are being received almost daily by the Editor of **Highlights**. He will be turning over the first batch to the Depository Library Council at their Columbus, Ohio, meeting on April 22-23.

Copies of the "Guidelines" have also been sent to many of the best known figures in the documents field outside of depositories. All com-

ments will be welcome through the Fall of 1976.

If you haven't made your own recommendations yet, put aside some time and do so. This is a unique opportunity for depository librarians and documents specialists to help shape rules which will affect libraries for years to come.

Mail your communications to: Editor, Public Documents Highlights, Library and Statutory Distribution Service, Government Printing Office, Washington, D.C. 20401.



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Director & Staff Commended



Meeting in Chicago on January 21st and 22nd, the Federal Documents Task Force (GODORT) and the Government Documents Round Table (ALA) went on record in a joint resolution "conveying our appreciation for the great job done by the Library and Statutory Distribution Service and its support staff in decreasing Depository Library backlog, in the informative communications which are included on the Depository Library shipping lists, and general interest in making the Depository Library system work."

In an accompanying letter to Mr. Thomas F. McCormick, the Public Printer, the Chairperson of GODORT, Mr. Anthony W. Miele, stated: "Though from time to time you receive letters of complaint and dissatisfaction from me and/or The Round Table, we also recognize the tremendous job confronting you, and everyone at GPO; therefore, it is incumbent upon me and The Round Table to register our praise and gratitude as well as our dissatisfaction."

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publications may well be available to depositories only on microfiche and not in paper copy. Such a policy provides still another indication that depository libraries must be able to handle microforms.

Each depository shipment of microfiche will contain a quality claim form good for only 30 days, so the shipments will need to be unpacked and examined quickly if claims are to be filed.

Among the GPO priorities, the first is to get all Government documents listed in the **Monthly Catalog** (bibliographic control), the second is to supply all regional depositories with materials as quickly as possible, and the third is to provide more rapidly full depository distribution.

The **Monthly Catalog** production unit is now connected with OCLC through the Federal Library Information Network (FEDLINK). MARC format and LC subject headings will be increasingly utilized and adapted by GPO in the **Monthly Catalog**.

Also available soon will be the

next decennial cumulative index to the **Monthly Catalog** (1961-70), a new list of classes available for selection, and a list of NTIS materials which are depository. The future indexing procedure to be used for **Monthly Catalog** has not been firmly decided upon, but, besides the annual cumulations, GPO may also issue semi-annual cumulations or make each successive monthly issue cumulate all indexes for that year.

There is now a formal "claims" unit at GPO's Library and Statutory Distribution Service. This addition will make claims handling much faster than previously. GPO will soon begin to add the class number of any item claimed to the master list of selections for the depository involved. That particular depository would then begin to receive everything within that classification area, just as if the class had been selected. A series of wrong claims might result in the offending depository being visited by a GPO inspection team in order to determine the nature of the problem.

Within one or two years the de-

pository selection schedule book should be machine readable and automated so that complete knowledge of what a particular depository is selecting will be available at any time. Putting the class selection schedule into machine readable form should diminish the shipping errors and speed up the distribution service.

Generally speaking, the Library and Statutory Distribution Service of GPO has "turned over a new leaf" with the move into more spacious quarters and the trend toward greater automation of procedures, but as more efficiency is achieved there will be increasing pressure on all depositories to upgrade their own services and equipment. In particular, claims will have to be filed more rapidly, and depositories will need to take even greater care that claims represent only those classes which are currently being selected. Microfiche readers and reader-printers as well as fiche duplicators, may soon become necessary tools by which essential depository service is provided.



Microform Project Progresses



Library Division staff members master the electronic technology of OCLC as GPO moves toward ever better service.



The Pilot Project using the Code of Federal Regulations in a microfiche format is proceeding in a normal fashion and presenting few problems. Film quality continues to meet GPO specification requirements.

Some 22 test libraries have received a complete set of CFR in the microfiche format for use and evaluation. Some titles of the Code are 1974 editions since there has been some delay in producing 1975 titles. But 1976 editions are also being filmed as they become available.

A valuable spin-off came when library feedback focused on the need to improve the internal index of the CFR. People at the Office of the Federal Register set to work on the task. Commencing with issues for April 1976, the improved index will be apparent.

Special Needs & Offers

If your depository library has some special needs of a general or specific nature, let us know. Below are recent requests. If you wish to offer discards, write the requesting depository a letter (sending a copy to your regional). The library accepting the material agrees to pay any postage and packing costs that may be necessary.

Specific needs

Government Reports Annual Index 1974, Vol. 74, Nos. 1-26 (Jan.-Dec. 1974), Sec. 1 & 2 (Subject Indexes). C51.9/4:v.74/1-26/sec.1,2

United States Customs Court Reports, Vol. 73, July-Dec. 1974. S/N 028-003-00036-6

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Another Correction

In our listing of the New Depository Libraries in the February **HIGHLIGHTS**, the number assigned to the Federal Election Commission Library should be DG-1037.

No Box Number!

Continued from page 3

Specific needs

National Labor Relations Board. Annual Reports: 1936-49, 51, 54, 55, 58, 60, 63. LR 1.1:

Serial Set. Volumes prior to 1100 & after 11000.

Harry C. Dees
Documents Librarian
Law Library
Brigham Young University
Provo, Utah 84602

Depository discard lists offered

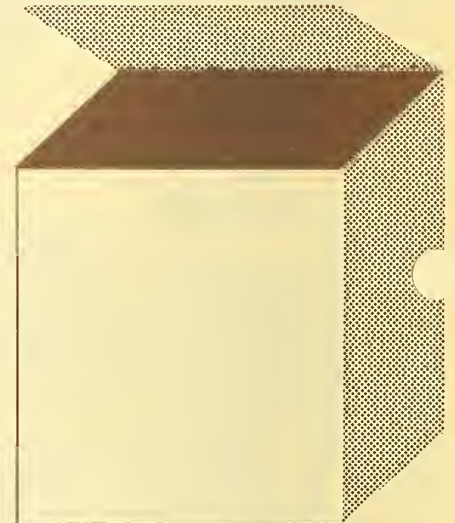
Richard H. Nicoles
California State Publications
Librarian
California State Library
Sacramento, California 95809

Discard & gift lists wanted

Ms. Mary Alice Jones, Head
Government Documents Depository
Georgetown University Library
37th and O Streets NW.
Washington, D.C. 20057

There are still a few depository librarians who remember the old box number once used by the Library Division. We do wish they would forget it since it is no longer in service. The address that gets results is:

Library Division (SLL), Government Printing Office, Washington, D.C. 20401.



Coupon Changes

A change in the policy governing sales and refunds of documents coupons is as follows: (1) Coupons will no longer be issued as refunds unless the customer specifically requests them. All refunds will normally be made in Government

checks. (2) Coupons will be sold to customers upon request and accepted as payment for publications and services in all areas of Documents. Coupons will be redeemed upon request for cash by issuance of a Government check. (3) All mailings of coupons with a total value of \$50.00 or more will be sent by registered mail.



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